

Economic Development Coordinator – Town of Lovettsville

The Town of Lovettsville, VA (pop. 1,700+) located in northern Loudoun County, VA is a small, but fast growing and progressive community. Over the last decade, Lovettsville has experienced a rapid increase in housing and population growth. The population influx consists of people who are attracted to the traditional main street character of Lovettsville set in the larger context of mainly rural northern Loudoun County. The Town is beginning to see major infrastructure improvements (both public and private) with the start of its “Old Town Main Street” streetscape project, the development of a bike path along the major north-south road that bisects the town, and the soon to be developed Phase 1 Town Center Commercial project. Besides these developments, Lovettsville has many other economic development opportunities in the near future.

During the FY 16 Budget deliberation process, the Town Council and Town Manager determined that an Economic Development Coordinator was now needed to help manage the economic development of the town. Specifically, Lovettsville needs an economic development expert to: ensure the success of the new commercial town center (including the eventual development of phase 2); revive and strengthen our town’s “Old Town Main Street” known as Broadway; develop other areas of the town that are zoned for commercial and light industrial development; support the town’s tourism and events strategy; retain and attract business investment to the town; secure outside sources of economic development funding; and support the Town Manager with all other Economic Development requirements. Initially, the Economic Development Coordinator will start off by working with a consulting firm to develop Lovettsville’s first ever market study and economic development strategy for Town Council’s approval.

The Economic Development Coordinator will serve at the pleasure of the Town Manager and will report to the Town Manager on all facets of economic development. The Economic Development Coordinator will also be responsible for briefing the Town Council, and the town’s business and tourism committee known as “We’re In,” on strategy and progress towards approved goals. The successful candidate shall possess strong verbal and written communication skills, strong interpersonal relationship abilities, the ability to manage multiple projects simultaneously, and a track record of winning economic development grant funding. Lovettsville is seeking a candidate who is looking for a flexible part-time schedule (12-20 hours per week) and is passionate about economic development.

Required: Bachelor's Degree in Economics, Business, or closely related field and at least 3 years of local government economic development experience, or an equivalent combination of education, training and experience. Significant Private Sector experience in lieu of local government economic development will be considered. A Master’s Degree is preferred.

Salary and Benefits: Range \$16-\$35 per hour depending on qualifications. Visit www.lovettsvilleva.gov or call 540-822-5788 for more information. Download an application at www.lovettsvilleva.gov. Mail completed application, cover letter and resume to: Town of Lovettsville, P.O. Box 209, Lovettsville, VA 20180. Applicants are encouraged to submit their

applications to the Town of Lovettsville no later than September 1, 2015 when the Town will begin to review applications and invite candidates for interviews.